

FAA



FAA
Oldenburg City Logistics Center

**The FAALC Web Exchange and Repair
Shipping Information Interface
Guide**

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Introduction

The purpose of this guide is to familiarize users with the basic features of the FAALC Exchange and Repair Shipping Information website. Our website works with any version of web browser, however, we strongly recommend using the most recent version of Microsoft Internet Explorer. The E&R Shipping Information website was created in response to user requests for accurate identification and timely credit of due-in items returned from the field. This application gives field users the option to enter shipping information on E&R return items from anywhere in the world via a web browser so that the returned item may be properly identified as they are scanned at the receiving dock of the Logistics Support Facility (LSF).



Immediate Benefits –

- Stops the clock on the deadline to receive credit on return items at the time the item reaches the LSF Receiving Dock, resulting in increasing customer satisfaction.
- Gives the user the ability to track the status of the shipment through the lifecycle of the transaction.
- Minimizes the possibility of the field user not receiving proper credit on the item due to delay in getting the item through inspection.
- Minimizes the occurrence of improperly allocating credit for items due to human error.
- Provides the visibility of any problems with the acceptance of the item to the item managers as well as the field in an effort to decrease the time that it takes to rectify the situation.
- Greatly reduces delay in crediting the customer due to improper identification of an item. Even in the event that the paperwork did not arrive with the item, the carrier tracking number, entered on the web, will enable the system to allocate proper credit without creating a need for time-consuming research by the technician.

Getting Started

To enter the site, logon on to: <http://www.mmac.jccbi.gov/aml/er> you must have a User ID and Password to access this site. If you are using this system for the first time, enter your LIS User ID and the word "Password" as your password on the screen below. You will be prompted to enter a new password. You will be required to change your password every 90 days. If you experience problems in logging on, please contact FAALC Information Systems Group, 405-954-3161.



The screenshot shows a web browser window titled "(Production) E&R Shipping Information System - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area features the FAA logo (a stylized eagle) and the Oklahoma City Logistics Center logo (a globe with an airplane orbiting it). Below the logos, the text "Oklahoma City Logistics Center" is displayed. Underneath, the title "E&R Shipping Information System" is shown. The login form consists of four input fields labeled "User ID:", "Password:", "New Password:", and "Confirm New Password:". To the right of the "Password:" and "New Password:" fields are buttons labeled "Enter" and "Exit" respectively.

Logon Screen

View Orders

After you have completed the logon procedures, you will be taken to the View Orders screen. This screen displays the orders that have been submitted for shipment and their status.

View Orders

Search By: ☐ Voucher ☒ Outstanding ☐ Pending Receipt ☐ Pending Inspection ☐ Accepted ☐ Rejected

Region: 1 Voucher#: GSA: Inv. Loc: Search Print Exit

	Tracking Number	NSN	Voucher#	GSA	Inv Loc	Ordered
H	2000222N000043520	5895-01-343-3158	10390057	692376	C2	1
H	2000284N0000376397	5820-01-355-8194	02840067	693100	B1	1
H	2000297N0000407591	5998-01-310-1723	02970499	693318	05	1
H	2000298N0000413510	5998-01-423-8248	02980383	693411	A1	1
H	2000301N0000429493	5998-01-143-3160	03010045	693200	99	1
H	2000301N0000430549	5820-01-066-0991	10450362	693334	C1	1
H	2000301N0000430550	5820-01-066-0991	10450363	693334	C1	1
H	2000305N0000183213	5996-00-494-3621	03050235	693411	H1	1
H	2000305N0000183223	5996-00-401-8063	03050238	693411	H1	1
H	2000306N0000183536	5999-01-449-6292	03060434	692305	E1	1
H	2000307N0000197035	6625-01-432-6997	03070280	692233	99	1
H	2000312N0000208385	5895-01-299-6215	03120095	693381	00	18
H	2000312N0000209565	5820-01-066-0991	10510346	692358	M1	1
H	2000318N0000217704	5820-01-066-0991	10510348	693441	99	1
H	2000318N0000217705	5820-01-066-0991	10510349	693441	99	1

Select Page: [1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31] Next

View Orders Screen

This screen displays FAALC LIS Tracking Number, National Stock Number, Voucher Number, GSA, Inv Loc and Qty ordered. When the appropriate radio button is selected, this screen will allow you to search the site for a particular order using certain criteria, Voucher, Outstanding, Pending Receipt, Pending Inspection, Accepted, Rejected receipts. In our example the screen is set to display Outstanding receipts. To select a receipt, click on the transaction tracking number to access the Detail Screen. To move to the next page, select the page number or Next. You can also move back and forth between pages by selecting the page number [1 2 3, etc.], Next or Previous. The View Receipt Screen times out after 10 minutes of inactivity should this happen; you will then be required to logon to access this screen.

Other buttons on the screen are: Search, which show the items for the criteria selected by Region Code, Voucher number, GSA address or Inventory Location. The print button provides a screen print and the Exit button closes the application.

Update Shipping Information

The screenshot shows a web browser window titled "(Production) E&R Shipping Information System - Microsoft Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar is a navigation bar with five icons. The main content area is divided into two sections: "Order Information:" and "Shipping Information:". The "Order Information:" section contains a table with the following data:

Tracking#:	2000222N0000243520	Priority:	5	Process Date:	02/09/2001
NSN:	5895-01-343-3158	Qty Ordered:	1	Qty Shipped:	1
Description:	AMPLIFIER,POWER	Unit of Issue:	EA	Control#:	
Voucher#:	10390057	Address/SBC:	1 692376 C2		
Contact:	DONALD BRAMLEY	692376 FEDERAL AVIATION ADMIN			
Phone:	3153366610	ROME D/S 83PM			
TC/Mod:	80 Y	592 HANGAR ROAD, ROOM 201			
Trans Desc:	ROTABLE TO SHOPS	ROME NY	113441-4520		
Status:	612	REQUISITION HAS BEEN SHIPPED			

The "Shipping Information:" section contains a table with the following data:

Ship Date:	2/21/2001	Ship Mode:	UPS	
Shipped Qty:	1	Nbr of Pkgs:	1	Carrier Tracking Numbers
User ID:	GUEST1	Carrier Tracking#:		

At the bottom of the screen, there is a navigation bar with the following links and buttons: [View Orders](#), [Update Shipping Information](#), [Print](#), and [Exit](#).

Detail Screen

The detail screen displays information about the order as well as a form to be completed by facility. Important areas to check and validate for the correctness of the order are the National Stock Number, description and address where the order is to be shipped. In the shipping information section, complete the form with the ship date (click within the box to display the calendar and select the date the order shipped), type in the number of packages comprising the shipment, the shipped qty, shipping mode (use the drop-down box to select the correct carrier), the government bill of lading (GBL), if applicable, carrier tracking number, weight and Return Material Authorization (RMA) number. The print button provides a screen print. If you wish to return to the previous screen, click the view orders link.

Warning: Returning to the previous screen without updating will cause all data entered to be lost.

After completing the form, click the Update Shipping Information button to submit the information. The update process may take a few minutes; please wait to allow the update process to complete. Once the update completes, you will automatically be returned to the View Orders screen.

Web History








	Tracking Number	NSN	Voucher#	GSA	Inv Loc	Ordered
H	2000222N0000043520	5895-01-343-3158	10390057	692376	C2	1
H	2000284N0000037697	5820-01-355-8194	02840067	693100	B1	1
H	2000297N00000407591	5998-01-310-1723	02970499	693318	05	1
H	2000298N00000413510	5998-01-423-8248	02980383	693411	A1	1
H	2000301N00000429493	5998-01-143-3160	03010045	693200	99	1
H	2000301N00000430549	5820-01-066-0991	10450362	693334	C1	1
H	2000301N00000430550	5820-01-066-0991	10450363	693334	C1	1
H	2000305N00000183213	5996-00-494-3621	03050235	693411	H1	1
H	2000305N00000183223	5996-00-401-8063	03050238	693411	H1	1
H	2000306N00000183536	5999-01-449-6292	03060434	692305	E1	1
H	2000307N00000197035	6625-01-432-6997	03070280	692233	99	1
H	2000312N00000208385	5895-01-299-6215	03120095	693381	00	18
H	2000312N00000209565	5820-01-066-0991	10510346	692358	M1	1
H	2000318N00000217704	5820-01-066-0991	10510348	693441	99	1
H	2000318N00000217705	5820-01-066-0991	10510349	693441	99	1

Select Page: [1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31] Next

View Orders Screen History

Shipping History Records are maintained in a database. Shipping history can be access in any status search other than "Pending". After a search is completed, the letter "H" on the left side of the screen denotes that history is available for that requisition. Clicking on the "H" will display complete history for a given NSN. The CDLS Reason Code denotes what action occurred. Receipt History remains in the database indefinitely.

Shipping History

					
Order Information:					
Tracking#:	2000004N0000075792	Voucher#:	02760146	NSN:	5840-01-017-2829
SSC:	169338133	Total Pkgs:	1	Qty Shipped:	1
Trans Desc: ROTABLE TO SHOPS					
History Information:					
Date/Time:	11/28/00 10:02:55 AM	User ID:	LGACGAG		
Ship Mode:	UPS	Carrier Track#:	1ZE2E1320611213932		
Reason:	E&R ITEM RETURNED TO FAALC ON 01/02/2001 BY LGACGAG				

Date/Time:	01/31/01 7:13:50 PM	User ID:	LGACGAG		
Ship Mode:	UPS	Carrier Track#:	1ZE2E1320611213932		
Reason:	E&R ITEM RECEIVED BY FAALC. DUE IN RECORD CLEARED.				
View Orders				<input type="button" value="Print"/>	<input type="button" value="Exit"/>

Shipping History for Requisition

Shipping History displays information on original order, information as to when and what ship mode the item was returned to the FAALC. It also displays when the Due-in is cleared by the FAALC.

System Requirements

Windows 95/98/NT/ME/2000 Operating System
Internet connection (LAN or Dial-up Connection)
Microsoft Internet Explorer 4.0 or greater or Netscape 4.0 or greater
User ID and Password

System Problems

Contact the FAALC Information Systems Group, 405-954-3161.

****WARNING**WARNING**WARNING****
ORDER 1370.79a

This is a Federal Aviation Administration (FAA) Computer System. FAA systems, including all related equipment, networks and network devices (specifically including Internet access) are provided for the processing of official U.S. Government information. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action.

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